

441—58.56 (83GA,HF64) Eligibility determination and payment.

58.56(1) *Committee duties.* The long-term recovery committee shall enter into an agreement with the department. The committee shall perform the following duties, including specifying who is approved to certify eligibility for unmet needs grants on behalf of the long-term recovery committee.

- a.* Accept the household's application.
- b.* Certify that:
 - (1) The address provided on the application is a valid address in the disaster-affected area,
 - (2) Disaster-related expenses were a result of the covered disaster,
 - (3) The household has presented reasonable documentation or receipts for expenses incurred, or has reasonable estimates for eligible costs for issuance of a voucher to secure specific eligible goods or services to be obtained, and
 - (4) Funds remain available.
- c.* Determine the amount of assistance the household is eligible to receive by category of assistance and provide the rationale for that amount.
- d.* Provide the signature of long-term recovery committee staff making the certification and the date of certification.
- e.* Notify the applicant household of the certification decision.
- f.* Submit a copy of the household's Form 470-4689, Iowa Unmet Needs Disaster Grant Application, to:
 - (1) The Rebuild Iowa Disaster Recovery Case Management, Wallace State Office Building, 502 East Ninth Street, Des Moines, Iowa 50319, and
 - (2) The Department of Human Services, Division of Results-Based Accountability, 1305 East Walnut Street, Des Moines, Iowa 50319-0114.

58.56(2) *Committee administrative expenses.* The department shall pay each long-term recovery committee a fee for administrative costs equal to 3 percent of paid grants the committee processes each month.

58.56(3) *Duties of disaster case management office.* Designated disaster staff in the rebuild Iowa disaster case management office shall:

- a.* Ensure that a long-term recovery committee is available in each county affected.
- b.* Coordinate contact between applicants and their long-term recovery committee.
- c.* Support the first-level reconsideration process.

58.56(4) *Duties of the department.* Designated disaster staff in the department of human services shall:

- a.* Process grant payments to the household or vendor and administrative fee payments to the long-term recovery committee.
- b.* Support the second-level reconsideration process.
- c.* Process appeals.